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(copy given)

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

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SUBJECT : Determination of Future Needs for
Telecommunications

1. I recently established a Communications Study Group to assess communications developments and Agency communications requirements. I expect their findings to provide a basis for long-range planning in the fields of communications and information processing and for the preparation of annual budgets. The usefulness of this effort is dependent on a full and accurate appreciation of new programs, changes in programs and procedural innovations which have either been approved or are likely to be proposed, and which you believe will impact on the Agency's telecommunications systems.

2. It is requested that each Directorate submit descriptions of present and foreseeable plans, programs and activities which may affect these future communications needs. I would appreciate having the information forwarded to me by March 1, 1968, with the reporting arranged by office, division, or staff. Any questions regarding this matter can be referred to Mr. [redacted] Chairman, Communications Study Group.

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3. The attachment herewith provides additional guidance and describes in more detail the types of information needed.

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[redacted]

L. K. White
Executive Director-Comptroller

Attachment

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GROUP 1
Excluded from automatic
downgrading and
declassification

ATTACHMENT

Details Concerning the Information Required

1. This information is being requested because it is not available today, and the Agency long range programming system does not always reveal the amount of support required, especially for new programs where technological developments are taking place. The period to be covered here is FY 1969 - 1974. The FY 1970 - 1974 Planning Assumptions issued by the Office of Planning, Programming, and Budgeting should be used for guidance where needed.

2. In past years our primary means of telecommunications has been the teletypewriter which is relatively inexpensive, flexible, and redeployable. There are major changes taking place as we enter the era of high-speed telecommunications which includes high-volume message circuits, data links, secure voice, and encrypted facsimile. Utilization of these new techniques involves a high degree of sophistication and automation with its attendant high cost and long lead times. Therefore, it is necessary to make good long range forecasts of needs for these services to assure that they will be available on a timely basis to meet operational requirements, and yet be as economical and as efficient as the state-of-the-art will permit. It is important to have forecasts of all requirements so that the costly computerized systems can be sized to meet these requirements in unison and avoid the proliferation of many limited-use systems.

3. Although the Communications Study Group is primarily interested in telecommunications, the nature of the problem demands cognizance of all related systems which bear on overall communications activity. The processing and distribution systems, for example, are significant in terms of importance and cost, and are to be included in this survey. Typical factors which will shape the needs for telecommunications services are changes in political and geographical emphasis, changes in technology, and the need for improvements in on-going operations. These factors will result in either increased or decreased needs for telecommunications services and will manifest themselves in terms of:

a. new programs involving, for example, development and implementation of

- an intelligence collection system,
- a community intelligence information system,
- an Agency administrative data system;

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- b. changes in existing programs such as
 - phase out of a major intelligence collection system,
 - increased deployment of new equipment at overseas stations for more rapid communications,
 - planned increases in operations in certain geographic areas;
- c. changes related to organizational components such as
 - establishment of a new component,
 - physical relocation of a component to new buildings or facilities,
 - dissolution of a component.

4. For the needs resulting from a, b, and c above, each office, division, or staff should compile information as to the types of communication services needed, types of information to be handled, average and peak volume traffic loads expected, phasing and timing, and where appropriate, alternative methods of providing service. The descriptions should be in brief narrative form, with quantitative details being included where available. In addition, awareness of any impending changes in activities of non-Agency organizations which could affect Agency communications operations should also be reported.